

Housing Now for Homeless Families Project Guidelines 2021-2022

COHHIO

Introduction

The Coalition on Homelessness and Housing in Ohio's (COHHIO) Housing Now for Homeless Families (HNHF) program has been awarded Temporary Assistance for Needy Families (TANF) funding to distribute to organizations in Ohio administering projects that provide Homelessness Prevention (HP) and Rapid Re-Housing (RRH) assistance to TANF eligible families who are experiencing or at-risk of homelessness.

COHHIO continues to identify RRH as the primary homeless assistance project type need statewide. To help address this critical need, COHHIO is seeking to utilize recently awarded funds from the Ohio Department of Job and Family Services (ODJFS) to support HP and RRH programming across the state.

Guidelines

Eligible Clients

- To be eligible for assistance with HNHF funds, households must meet the following eligibility criteria:
 - Be homeless or at-risk of homelessness
 - Homeless - either living in an emergency shelter, in a hotel paid for by a charitable or public organization, or in a place not meant for human habitation
OR
 - At-risk of homelessness – household will imminently lose their primary nighttime residence AND has no subsequent residence identified AND has no resources or support networks to identify alternative housing
 - Have custody of at least one minor child
 - Be eligible for TANF assistance in Ohio
 - Must be a household with
 - custody of at least one minor child
 - Or, be a woman who is at least six months pregnant
 - Total household income cannot exceed 200% of the federal poverty level
 - Be identified and prioritized for assistance through the CE system operating within the grantee and partner agencies' service area

Eligible Activities

- Financial assistance
 - Rental assistance and arrearages (not to exceed total of four months)
 - Security deposits (not to exceed two months of rent)
 - Assistance with moving costs
 - Utility deposits and payments
 - Utilities arrearages (up to 4 months)
- Supportive Services
 - Assessment of service needs
 - Case management
 - Housing search and counseling services
 - Transportation
- Admin Costs
 - An applicant must choose one of the following methods to claim indirect costs:
 - Entities with an OMB federally Negotiated Cost Rate (NICR) can elect to charge costs up to this rate in their budget. A copy of the approved OMB Federal cost rate agreement should be available for review if requested.
 - Entities that do not have an NICR may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) in the Project Budget. Expenditures included as indirect costs may not be duplicated elsewhere in the budget.

Documentation Requirements

- All records relating to cost, work performed, supporting documentation for invoices submitted to COHHIO, and copies of all materials produced under or pertaining to this Agreement will be retained by Sub-Grantee and will be made available for audit by state and federal government entities that include, but not limited to, ODJFS, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials.
- The records and materials will be retained and made available for a minimum of 3 years after Sub-Grantee receives the last payment pursuant to this Agreement. If an audit, or similar action is initiated during this time period, Sub-Grantee will retain the records until the action is concluded and all issues are resolved, or until the end of the 3-year period if the action is resolved prior to the end of the 3-year period, unless otherwise directed below in Section E of this ARTICLE.
- If applicable, Sub-Grantee must meet the requirements of the OMB Omni-Circular, 2 CFR Part 200, Subpart D and F. Sub-Grantee acknowledges, in accordance with ORC 149.43, that financial records related to the performance of services under this Agreement are presumptively deemed public records.

Documenting Homelessness and Eligibility for HP/RRH

- Household eligibility for HHNF assistance, including documenting homelessness/at-risk of homelessness and income, should be documented in accordance with HCRP requirements.
- **Documenting TANF Eligibility**
 - One additional form is required to document TANF Eligibility – the [ODJFS TANF Non-Assistance Eligibility Form](#).
 - This completed form must be kept in client files.
- During the COVID-19 Pandemic, Sub-Grantees may use verbal self-attestation instead of a signed form to verify TANF eligibility for the duration of this emergency. Sub-Grantees must ask each question on the form and indicate the client's answer, initial each section of the form and sign the forms as the recorder of information. If an applicant is not eligible for assistance, the sub-grantee must indicate such on the form and may not lead the applicant to become eligible.
 - Keep in mind that none of the eligibility requirements were lifted by the US Department of Health and Human Services, Administration for Children and Families (ACF); therefore, when the emergency period ends, all grantees will have **sixty (60) days** to revise all verbal applications and get a signed signature for applicants that were served during this emergency. ODJFS and COHHIO will reserve the right to withhold future payments if these forms are not properly completed after the crisis has ended. Sub-Grantees must inform applicants of this process and therefore must agree to sign the eligibility verification documents after the emergency.

Other Requirements

- Duration of Assistance
 - RRH
 - Eligible households can receive assistance up to four months
 - If at that time a provider determines that longer term assistance is needed, the provider may work with local providers to transfer the client household onto another program for which they are eligible
 - HP
 - Eligible households can receive assistance up to four months
- Program Guidelines
 - Sub-Grantee should comply with their own Rapid Re-Housing Project Standards and any existing HCRP policies and procedures to guide the implementation of these projects, except where TANF rules supersede, such as income eligibility.
- HMIS
 - Sub-Grantee should enter all client-level data into their HMIS, in accordance with their CoC's HMIS Policies and Procedures and Data Quality Standards.
- Monitoring
 - COHHIO staff may conduct onsite and/or virtual monitoring of sub-grantee
- Adhere to ODJFS contract standards outlined in the MOA

- Invoicing
 - Sub-Grantee is encouraged to submit monthly invoice by the 10th of each month for eligible costs incurred for payments to be paid by the 20th of each month.
 - All invoicing should be submitted to Amy Lamerson at amylamerson@cohhio.org using the HNHF invoice template provided.
 - Any invoice submitted incomplete or with conflicting data will be sent back to Sub-Grantee without processing until errors are addressed.
 - Final sub-grant invoice should be submitted to COHHIO no later than July 20th , 2022.
 - In order to collect demographic information for ODJFS reporting and outcome requirements, Sub-Grantee will submit a completed monthly invoice template each month.

- Reporting
 - Report submissions will be due using the schedule listed below.
 - Any report submitted incomplete or with conflicting data will be sent back to Sub-Grantee without processing until errors are addressed.
 - Sub-Grantee will submit the following documents quarterly:
 - one-page HNHF Performance Report and narrative
 - an APR from HMIS
 - a Client Served report from HMIS
 - Reporting months and due dates are as follows:
 - Report 1: July 1st , 2021 to September 30th, 2021.
Due Friday October 15th , 2021
 - Report 2: October 1st, 2021 to December 31st, 2021.
Due Friday January 14th, 2022
 - Report 3: January 1st, 2022 to March 31st, 2022
Due Friday April 15th, 2022
 - Report 4: April 1st, 2022 to June 30th, 2022.
Due Friday July 20th, 2021

TANF FAQ Link:

<https://governor.ohio.gov/wps/portal/gov/governor/priorities/faith-based-initiatives/grant-initiatives/tanf-faqs>

Questions

Questions about these project guidelines can be directed to Amy Lamerson at amylamerson@cohhio.org or 614.280.1984 ext. 128. Or work cell phone 614.425.9312.